



Historic Preservation Incentive Grant Guidelines

I. Purpose:

Provide an economic incentive to assist owners of homes and businesses in Salisbury's local historic districts to stabilize, preserve, and maintain the historic character of the individual structure and district while also improving the property in accordance with Salisbury's Historic District Design Guidelines.

II. Grant Program

Eligibility:

- Exterior maintenance or stabilization of owner-occupied homes and businesses within any of the locally-designated historic districts identified as LHO Local Historic Overlay, excluding the Downtown Local Historic District.
- Projects that have received approval from the Historic Preservation Commission as meeting the *City of Salisbury Historic Design Guidelines* and the *Secretary of Interior's Standards for Rehabilitation*.
- All proposals will meet any and all code requirements of the City of Salisbury.
- Any preservation project would be eligible; however, top priority will be given to projects with higher point totals based on the point system listed below.
- Individual properties will be eligible for no more than one grant for every two fiscal years.

Criteria:

The following point system will be used to prioritize projects. All projects that meet the eligibility requirements above would be eligible for grants; however, in the case of limited funds and a competitive process, projects with a higher point total would receive precedence. In case of multiple projects with the same point total, the Grant Committee will award the grant to the project that submitted its complete application first.

1. Historic Significance

Each of Salisbury's five local historic districts is also within a National Register Historic District. Properties within a national district are categorized as *contributing*, *non-contributing*, or *intrusion* based on the historic significance of the structure. Many of the non-contributing structures are due to a non-historic addition or treatment such as reconstructed windows or vinyl siding that covers

historic features. It is possible for a structure to become contributing if the non-contributing feature is removed or replaced. In-fill, on the other hand, would represent a structure that is a contemporary addition to the district and has no historic significance whatsoever.

Historic Significance

POINTS

Contributing structure	10
Non-contributing structure	5
Intrusion	0
If changes result in a contributing structure originally with non-contributing status.	5

2. Project Type

Exterior maintenance and stabilization projects include:

POINTS

Replacement/stabilization of deteriorated features (Original or historically accurate siding, Windows & doors, Masonry)	40
Removal/replacement of non-original inappropriate feature or material and restoring with original details and materials (Example: Removing vinyl siding to restore to original wood treatment while also restoring any original architectural features or details)	30
Painting	20
Repair work (Repointing/Replacing brick or masonry elements, roofs, porches, foundations)	20
Other Maintenance (Safety, Utilities/ Energy retrofit, Outbuilding maintenance)	10

3. Project cost

One point per \$1,000 total project cost up to a maximum of \$25,000. (projects with a total cost greater than \$25,000 are eligible for tax incentives offered by the State and Federal governments)

Therefore, a \$10,000 project would receive 10 points while a \$2,000 one would receive 2.

4. Income Criteria -- please contact City Staff to determine if you qualify--

Total Household Income - based on HUD estimates of median family income. Total household income would include all persons 16 years of age or older living in the household and earning income.	Eligible match/ maximum grant (see <i>Matching Funds</i>)	POINTS
50% or less of median family income (MFI)	75-25 (\$3,750 max from City)	30
51 - 60% of MFI		25
61 - 70% of MFI		20
71 - 80% of MFI		15
81 - 90% of MFI	50-50 (\$2,500 max from City)	10
91 to 100% of MFI		5

Matching Funds:

Projects are funded on a 50-50 matching basis with a maximum City participation of \$2,500 per project (based on \$5,000 or greater total project cost)

Projects for families 80% or below of median family income will be funded on a 75-25 matching basis with the City's participation totaling 75% of the project's cost up to \$3,750 per project (based on \$5,000 or greater total project cost)

The property owner's match could include funding or loans from other sources.

Municipal contributions are grants that are not required to be paid back. The City will be reimbursed through the protection of historic community assets, stabilization of properties and neighborhoods, and an increased tax base.

Grant Process/Administration:

- Initial consultation with Historic Preservation Staff to receive application as well as determine if project is within guidelines.
- Applicant receives Minor Works approval, or goes before Historic Preservation Commission to obtain Certificate of Appropriateness.
- Application, including sketch plans, materials list or designs, and cost estimates is submitted to grant committee.
- Applications are then reviewed and awarded by the Historic Preservation Commission Grant Committee consisting of two members from the HPC and two members from the CAC.
- Prior to the applicant receiving the grant, an agreement must be signed between the applicant and the Land Management Department which is authorized to sign on behalf of the City. The agreement will detail all work to be done and specify a time frame in which the work is to be completed,
- Grants ultimately awarded upon completion of work.

III. Grant Cycle

Grants will be available biannually. If all grant monies are not used in the first cycle, those monies will roll over to the next cycle.

2008 – 2009 Grant Cycles:

Cycle	Total Grant pool	Application Deadline	Notification Date
1	\$12,500	Friday, October 9, 2009	Friday, October 16, 2009
2	\$12,500	Friday, March 12, 2010	Friday, March 19, 2010
Total for Year	\$25,000		

Application Deadline: This is the last day for complete grant applications to be filed for the individual grant cycle. Applications should be returned to **Community Planning Services, City Hall – 2nd floor, 217 South Main Street** by **5:00 PM** on this date.

Notification Date: Notification of grant rewards for individual cycles will be made by this date. At this point, work can begin on the projects.

ALL work must be completed and all invoices submitted for reimbursement by the last day of June of 2010. Of course, invoices for completed projects can be turned in at any time during the course of the year. Reimbursements for completed projects will typically be made within 15 days of the submission of invoices.

A complete application would include:

1. Completed application form;
2. Price quotations from contractors (or a list of materials with price estimates) covering the full extent of the work;
3. Certificate of Appropriateness, or approval issued by staff if project falls under the category of Minor Works or repair;
4. Income documentation if low-moderate income homeowner. Refer to table of HUD figures for Median Family Income (attached) to determine if you qualify.

If you have any questions or need additional information, please contact Janet Gapen, Senior Planner, City of Salisbury Planning Office at (704) 638-5230.